RE-CLASSIFICATION QUESTIONNAIRE

<u>Employee</u>: Please review the questionnaire carefully before you begin. Answer each question as accurately and completely as possible. If a question does not apply to your position, write "does not apply." You may attach additional sheets if you need more room on any question. When you are finished, please submit your completed form to your supervisor for review and comments.

<u>Supervisor</u>: Please review the completed questionnaire. Do not change any of the information. Complete the last page and submit the entire questionnaire to the Human Resources Officer.

Name:	Position Title:	
Department:	Division:	
Supervisor:	Supervisor's Title:	
Current Work Schedule:		
GENERAL PURPOSE. Briefly describe the job's primary purpose or contrib	oution to the department or organization.	
ESSENTIAL DUTIES AND RESPONSIBILITIES: Please describe in detail exactly what you do. List the job's essential or most important functions and responsibilities. The task, which you consider most important, should be given first, followed by the next most important task, and ending with the minor tasks. Try to list at least five to ten critical duties/responsibilities. Make your description so clear that anyone who reads it, even if he knows nothing about your specific job, will understand what you do. Be specific; do not use general phrases. Then after describing each duty, indicate how often the task is performed (i.e., daily, weekly, monthly) and the percentage of time spent on each task. The total must equal 100%. Performance indicators are those indicators that are used to measure your performance. Examples include: observations by your supervisor; review or audit of your work product; feedback from customers. Also indicate what type of errors are possible in the performance of that duty and what consequences would result from such an error. You may attach additional pages if you need more room.		
EXAMPLE - Duty performed: Transcribes and types minutes of meetings.		
How often? Twice per month.	Percent of time spent performing task: 5%	
How the task is done: Record meeting on tape recorder and takes notes in shorthand. Using a personal computer, I organize the appropriate information into "minutes" format and submit to supervisor for review.		
Performance Indicator: Employee will be evaluated as to the accuracy and completeness of transcription and typing.		
Consequence of error: Minutes will not accurately reflect what happened at meeting.		
1. Most important duty performed:		
How often? Percent of time spent performing task:		
How the task is done:		
Performance Indicators:		
Consequence of error:		

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)		
2. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		
3. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		
4. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		
5. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		
6. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)		
7. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		
8. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		
9. Duty performed:		
How often?	Percent of time spent performing task:	
How the task is done:		
Performance Indicators:		
Consequence of error:		
10. Duty performed:		
How often?	Percent of time spent performing task:	
How the task was done:		
Performance Indicators:		
Consequence of error:		

ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)		
Describe the MOST DIFFICULT (not necessarily the most important) duty you perform:		
When do you feel blis is your and difficult date O		
Why do you feel this is your most difficult duty?		
What (if any) laws, rules, regulations, or established procedures affect how you perform your duties?		
PERIPHERAL DUTIES AND RESPONSIBILITIES. List the job's duties, which are not essential functions, but are "peripheral" or "secondary" to the		
job. These are generally duties that are also performed by people in other positions and thus may not be an essential duty of this position. Examples may		
include serving on an employee committee, backing-up or filling-in for other positions.		
1.		
2.		
3.		
4.		
5.		
INDEPENDENCE OF ACTION		
Who generally assigns your work?		
In your work assignments, are you usually given:		
[] Detailed Instructions		
[] General Instructions		
[] No Direction, as work follows standard departmental procedures		
[] No Direction, as work involves creative or innovative techniques		
[] Other (Please describe):		
Who establishes your priorities and deadlines?		
What type of deadlines are you required to meet?		
The state of the s		
Please describe any original or creative thinking required to perform your job duties:		

INDEPENDENCE OF ACTION (Continued)			
What decisions do you make in your job and how often?			
Decisi	on:	How Often?	
What p	problems do you solve in your job and how often?		
Proble	m:	How often?	
From v	whom or what purpose do you obtain authoritative advice or di	rection when handling a special problem or unusual situation?	
What s	sensitive information are you required to work with?		
Please	describe your responsibility for controlling expenditures (Che	ck one):	
[]	My work involves no responsibility for expenditures.		
[]	I make recommendations to my supervisor(s) regarding expenditu	ires for:	
[]	I am responsible for maintaining expenses within the amounts allo	cated by my supervisor for certain line items including:	
[]	I am responsible for maintaining expenses within the amounts budgeted for certain line items including:		
[]	I am responsible for maintaining all expenses within the amounts budgeted within the following accounts:		
r 1	Other (Please describe):		
	[] Other (Please describe):		
Please	describe your budgeting responsibilities Check one):		
[]	My work involves no responsibility for budgeting		
[]	[] I make recommendations to my supervisor(s) regarding proposed expenditures for the following items:		
[]	I am responsible for recommending the amounts budgeted for certain line items including:		
[]	I am responsible for proposing all expenses within the following accounts:		
Other (Please describe):			
How often is your work checked/reviewed? (Check one):			
[] Daily [] Weekly [] Monthly			
[]	[] Other (Please describe):		
How does your supervisor review your work?			

SUPERVISORY DUTIES AND RESPONSIBILITIES. If this job supervises others, give the names of divisions or departments supervised and the number of employees supervised. If there are subordinate supervisors, list them by title also.				
Please	describe your supervisory responsibilities. (Check	all that app	ily.)	
[]	My work involves no supervision.	[]	I schedule (determine hrs wo	rked, time off) work of other employees.
[]	I assign work to other employees.	[]	I check/review the work of oth	ner employees.
[]	I instruct/train other employees.	[]	I participate in the hiring proc	ess of other employees.
[]	I do written evaluations of other employees.	[]	I make recommendations for	disciplinary actions of other employees.
[]	I make recommendations concerning the salarie	s of other	employees.	
[]	Other (Please describe):			
EQUIPM	IENT AND COMPUTER HARDWARE/SOFTWA	RE. Please	e list the equipment and computer	hardware/software you commonly use to perform
the esse	ntial duties of your job (e.g. phone, personal comp	uter, copiei	r, MS Word, MS Excel, MS Acces	s, etc.):
	TION OF A MOTOR VEHICLE. If you drive a moto	or vehicle d	uring the course of your duties, ple	ease describe what you drive and where you drive
it:				
Type of license required:				
Additional comments you would like to make about your position.				
<u></u>				
Employe	e Signature:			Date:

PLEASE GIVE THIS COMPLETED FORM TO YOUR SUPERVISOR

SUPERVISOR'S COMMENT SECTION

It is important that you, the supervisor, review this questionnaire, since you may have a different perspective of the position described. DO NOT CHANGE THE INCUMBENT'S DESCRIPTION OF THE POSITION, but list your comments below.					
Employe	ee's Name:			Position Title:	
Essentia Commer	ll Duties and Responsibilities: nt:	[]	No comment		
Peripher Commer	ral Duties and Responsibilities: nt:	[]	No comment		
Indepen-	dence of Action: nt:	[]	No comment		
Supervis Commer	sory Duties and Responsibilities: nt:	[]	No comment		
Which of	f the following statements most clearly	y describ	es the nature a	nd extent of supervision received by this incumbent?	
[]	The supervisor usually outlines steps invina routine fashion. Work is routinely, but			ments OR standard procedures are available to enable the employee to work nonitored.	
[]	Supervision received depends upon the assignment. In some cases, the supervisor outlines steps involved in completing assignments OR standard procedures are available to enable the employee to work in a routine fashion. This work is routinely monitored. In other cases, the supervisor provided only general direction; procedures used to accomplish assignments are left up to the employee. The end results of this work are checked.				
[]	General policy guidelines and direction a periodically, but not routinely monitored;	•	•	sed to accomplish assignments are usually left up to the employee. Work is	
[] Limited supervision is received. The employee works from departmental goals and objectives.					
Check one of the following:					
[]	I agree with the incumbent's description of the position as written.				
[]	I have discussed the above modifications with the incumbent and the incumbent agrees with the modifications.				
[]	I have discussed the above modifications with the incumbent and the incumbent disagrees with the modifications.				
Supervis	sor's Signature:			Date:	

PLEASE SUBMIT THIS COMPLETED FORM TO THE HUMAN RESOURCES DIVISION